



John W. H. H. H.

Constitution and By-Laws,

No date but
think this society was
started about 1870 and
~~of the~~ It was simply
a local society and was only in operation
for a few years.

Canadian Institute of Architects.

1870
(4)

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Constitution and By-Laws
Canadian
Institute of Architects.

THE UNIVERSITY OF CHICAGO

LIBRARY OF THE UNIVERSITY OF CHICAGO

1900

1900

CONSTITUTION AND BY-LAWS
OF THE
CANADIAN
Institute of Architects.

CONSTITUTION.

ARTICLE I.

THE name of the Society shall be the CANADIAN INSTITUTE OF ARCHITECTS.

ARTICLE II.

The objects of the Society are to unite in fellowship the Architects of the Dominion, and to combine their efforts so as to promote the artistic, scientific and practical efficiency of the profession.

ARTICLE III.

The means of accomplishing this end may be : Regular meetings of the members for the discussion of subjects of

general importance ; the reading of essays ; lectures upon topics of general interest ; a school for the study of architecture ; exhibitions of architectural drawings ; a library ; a collection of designs and models ; and any other means calculated to promote the objects of the Institute.

ARTICLE IV.

(1.) The Society shall consist of Fellows, Associates, Students and Honorary members.

(2.) The condition of membership as Fellows shall be the honorable practice of the profession, in accordance with the Constitution and By-laws of the Institute.

(3.) No member shall accept direct or indirect compensation for services rendered in the practice of his profession other than the fees received from his client, on penalty of expulsion from the Society.

ARTICLE V.

The officers of the Society shall be a President, a Vice-President, a Treasurer and a Secretary.

ARTICLE VI.

The Society shall hold an annual meeting, and one meeting in each month of the year ; with the exception of the months of July, August and September.

ARTICLE VII.

The government of the affairs of the Society, and the election of members and officers, shall be in accordance with such By-laws, not inconsistent with this Constitution, as shall be enacted by the Society.

ARTICLE VIII.

The Constitution shall not be altered or amended except with the consent of two-thirds of the members present at an annual meeting, or a meeting specially called for the purpose, at which at least two-thirds of the whole membership of the Society must be present; and the proposed amendment or alteration must have been previously discussed at either a regular or special meeting. The vote thereon shall be taken by yeas and nays.

BY-LAWS.

I.

MEMBERSHIP.

(1.) Fellows of the Institute shall be only such as are or have been engaged as principals in the honorable practice of architecture for the space of at least two years continuously, and are resident in the Dominion of Canada.

(2.) Associates shall be such as have studied for not less than three years in the office, and under the care of an architect in honorable practice. They shall not be entitled to vote or hold office, except on special committees.

(3.) Students shall be such as have entered into articles for the study of architecture in the office of an architect in honorable practice. They shall not be entitled to vote or hold office.

(4.) Honorary members shall be gentlemen of taste and education who are lovers of the fine arts, and who may be willing to contribute to the library fund as provided for in By-Law II., sec. 4. They shall not be entitled to vote or hold office.

(5.) All the members of the above classes shall be entitled to the use of the Library, Museum and Reading-room, and to attendance at all meetings of the Institute.

(6.) No member of any of the above classes shall be qualified for admission into any other class without fulfilling all the obligations of the said class, as if previously unconnected with the Institute.

(7.) It shall be the duty of Associates on beginning to practise their profession independently, to notify the Secretary, and, after having so practised their profession for the space of two years continuously, they shall be eligible for election as Fellows.

(8.) All resignations shall be made to the Executive Committee, in writing, but a resignation shall not discharge the member presenting it from any unpaid dues.

(9.) All interest in the property of the Institute of members resigning, or otherwise ceasing to be members, shall be vested in the Institute.

(10.) If the conduct of any member, upon written complaint of any other member, should appear to the Executive Committee to be injurious to the interests of the Institute, or contrary to its by-laws, the Executive Committee shall, through its Secretary, inform him thereof in writing ; and if, in its opinion, the nature of the offence should require it, request him to resign. Should such information or request be disregarded, the Executive Committee shall refer the matter to the next meeting of the Institute, or to a special meeting thereof, of which reference written notice shall be given (of not less than two weeks before the meeting) to the offending member, and to each member of the Institute, by the Secretary. At

such meeting the nature of the offence shall be considered, and the member complained of may be censured or expelled on a vote of two-thirds majority of the members present. A motion of censure or expulsion shall be decided by ballot.

II.

FINANCE.

- (1.) Fellows shall pay an entrance fee of twelve dollars.
- (2.) Associates shall pay an entrance fee of six dollars.
- (3.) Students shall pay an entrance fee of three dollars.
- (4.) Honorary members shall contribute the sum of not less than fifty dollars, and shall not be called upon for annual subscriptions.
- (5.) All the above mentioned fees shall be devoted to the Library fund, controlled as hereinafter provided for.
- (6.) The annual subscription of Fellows shall be twelve dollars ; of Associates, six dollars ; and of Students, three dollars. These sums shall be payable on the second day of January in each year ; Fellow and Associates residing outside of Toronto, shall pay only two-thirds of the above sums respectively.
- (7.) The first annual subscription of new members to be in proportion to the period to elapse between their election and the beginning of the next financial year.

(8.) If any member fails to pay the annual subscription in any year, within thirty days from the time at which it becomes due, he shall be notified by the Treasurer of the fact, and of the requirements of the By-law; and should he neglect payment, without good cause, for three months after such notification, he shall, *ipso facto*, cease to be a member: *Provided*—That upon his written application, and the payment of all dues to the date thereof, the Executive committee may, upon such terms as it may deem proper, remit the penalty of the By-law, the Secretary of the Institute making a minute of the transaction.

And *provided further*, That the penalty of the By-law shall not apply in the case of a member who may be seriously ill or absent from the country.

(9.) Any member who has paid the entrance fee and the annual contribution for one year, and who is absent from the country for a continuous period of a year, shall be exempt from the payment of annual contributions for the period of his absence, if he shall have given previous written notice to the Treasurer of his intention so to be absent.

(10.) When an Associate or Student is elected to a higher grade, the entrance fee already paid by him shall be considered a part payment on account of the entrance fee due upon entering such higher grade.

(11.) Any member who is in arrear with any sums payable by him to the Institute, shall not be allowed to vote or take part in the business of any meeting.

(12.) If after due notification, in writing, from the Secretary of his election, any member shall neglect, for the space of three months, to pay his required dues, his name shall be removed from the roll.

III.

ELECTIONS.

(1.) The annual meeting of the Institute shall be held on the second Wednesday in January, at which an election shall take place for a President, a Vice-President, a Treasurer, a Secretary, five members of the Executive Committee, three members of the Committee on Admissions, three members of the Committee on the Library and Museum, three members of the Committee on Education and two Auditors.

(2.) The officers of the Society and the members of the standing committees shall hold office until the next annual meeting, or until such time thereafter as their successors are elected.

(3.) The election shall be held by ballot, and a majority of votes shall elect.

(4.) All the officers and members of the standing committees shall be eligible for re-election.

IV.

MEETINGS.

(1.) The regular meetings of the Institute shall take place on the first Thursday in every month, with the ex-





ception of the months of July, August and September, at eight p.m. Five Fellows of the Institute shall at all meetings constitute a quorum, except as provided in Article VIII. of the Constitution.

(2.) Special meetings shall be called by the Secretary whenever the President or Vice-President shall be required to call one, by the written request of five members, setting forth the purpose of such meeting. At such special meeting, no business other than that specified in the call shall be considered, except by unanimous consent.

V.

THE PRESIDENT.

(1.) The President, or in his absence the Vice President, shall preside at the meetings of the Institute. In the absence of the President and of the Vice-President, a presiding officer shall be chosen by the vote of the meeting.

(2.) The President, or in his absence the Vice-President shall be *ex-officio* chairman of the Executive committee, and they shall both be members of all Standing Committees.

VI.

THE TREASURER.

(1.) The Treasurer shall collect all monies due to the Institute, and shall pay such accounts as have passed the

Executive committee, the same being certified by the Secretary, or, in his absence, the President or Vice-President. He shall keep the accounts of the Institute, in proper books, which shall at all times be open to the inspection of the officers; and he shall report at every annual meeting, and oftener if required.

(2.) The Treasurer shall be custodian of the Library fund, and shall disburse the same only upon the properly attested order of the committee on Library and Museum.

VII.

THE SECRETARY.

(1.) The Secretary shall be *ex-officio* Librarian, and a member and secretary of the standing committees. He shall keep minutes of the proceedings of the Institute and of the said committees, in special books. He shall conduct the general correspondence of the Institute and of the said committees; issue notices for all meetings of the Institute and committees, and notify members of their election.

(2.) As Librarian, he shall, under the rules of the committee on Library and Museum, take charge of the books, illustrations, pamphlets, periodicals, models and specimens, and issue tickets of admission to the Library and Reading-room to the proper applicants.

(3.) The records and other papers, except those of the Committee on Admissions, shall at all reasonable times be open to the inspection of the members of the Institute.

VIII.

THE EXECUTIVE COMMITTEE.

The Executive committee shall consist of the President, the Vice-President, the Secretary, the Treasurer, and five members elected at the annual meeting. It shall meet regularly on the fourth Monday of each month, except in July and August, and specially at the call of any two of its members. It shall be subject in all respects to such instructions and limitations as may from time to time be prescribed by the Institute.

It shall exercise a general superintendence of the internal affairs of the Institute, enforce the preservation of order and obedience to its rules, and shall control and manage such of its property as is not in the care of the committee on Library and Museum. It shall make all necessary purchases and contracts, but shall not have power to make the Institute liable for any debt or debts to an amount exceeding one-half of that which at the time of contracting the same, shall be in the Treasurer's hands in cash, and not subject to prior liabilities. It shall make a report to the Institute at the annual meeting, and at other times, as may be necessary.

IX.

THE COMMITTEE ON ADMISSIONS.

(1.) The committee on Admissions shall consist of the President, the Vice-President, the Secretary, and three

members elected at the annual meeting. The names and residences of the candidates, together with the names of the proposers, shall be forwarded by the Secretary to each member of the committee, at least two weeks before its meeting. It shall be the duty of the committee in every case to make careful examination as to the professional ability and character of the candidates, and to consider carefully all communications with regard to them received from members of the Institute.

The committee shall require from each candidate specimens of his designs, or photographs of his executed works, and may, if expedient, call the candidate before it, for personal explanations.

Candidates engaged in any business or profession, other than that of Architecture or Civil Engineering, shall be ineligible for admission.

The committee shall pass upon each name separately. It shall fix its own time of meeting, and shall report at a regular meeting the names of such persons as it recommends for admission, and each of such candidates as shall receive four-fifths of the votes cast shall, upon the payment of the proper fee, enjoy all the privileges of membership. All the proceedings of the committee shall be secret and confidential, and no member of that committee shall be questioned as to its action.

(2.) Upon the election of a member, it shall be the duty of the Secretary forthwith to notify such newly-elected member of the same in writing, to furnish him with a printed copy of the Constitution and By-laws of the Institute, and to request him to deposit with the Treasurer such fees as may be due by him.

(3.) No candidate who shall fail to be elected shall be again considered by the committee or reported for election within a less period than six months.

(4.) In cases of non-election, a record shall be made thereof in the private minutes of the committee, but no notice shall be taken thereof in the general minutes of the Institute.

X.

THE COMMITTEE ON LIBRARY AND MUSEUM.

(1.) The committee on Library and Museum shall consist of the President, the Vice-President, the Secretary, and three members, elected at the annual meeting. It shall have the control of the Library, Reading-room and Museum, and of the Library fund. It shall publish such documents and illustrations or proceedings of the Institute as it may deem advisable, or as may be ordered by the Institute.

(2.) The Library and Museum shall be placed in the rooms of the Institute, which, together with the Reading-room, shall be open free to the members, and to other architects, students of architecture and amateurs, on presentation of ticket, which will be furnished to proper applicants by the Librarian.

(3.) No person shall take from the Library, Museum, or Reading-room, any book, pamphlet, newspaper, illustration, model, specimen, or other property of the Institute, or other article in its possession, nor mutilate, deface or destroy the same.

XI.

THE COMMITTEE ON EDUCATION.

The committee on Education shall consist of the President, the Vice-President, Secretary, and three members elected at the annual meeting. It shall arrange for the delivery of lectures and fix the holding of competitions.

The committee shall have no power to incur expense to the Institute not authorized by the Executive committee.

XII.

GENERAL RULES FOR ALL STANDING COMMITTEES.

At its first meeting, each of the Standing committees, except the Executive, shall elect its chairman, who shall continue to act as such for the year. The first mentioned in the appointment of a special committee, shall be the chairman. The Secretary of the Institute shall be, *ex officio*, Secretary of each Standing committee. A majority shall constitute a quorum for every Standing or Special committee. Each Standing committee may fill vacancies for the residue of the term, and make for its own government any rules not inconsistent with these By-laws.

Each Standing committee shall present a written report at the annual meeting.

XIII.

RULES OF ORDER.

At the annual meeting the order of business shall be as follows :

- (1.) Calling the Roll.
- (2.) Reading the Minutes of the last meeting.
- (3.) Annual Address.
- (4.) Report of the Executive committee.
- (5.) Report of the Treasurer.
- (6.) Report of the committee on Library and Publications.
- (7.) Report of the committee on Admissions.
- (8.) Election of Members.
- (9.) Election of Officers and others, as per Article I. of these By-laws
- (10.) Reports of Special committees.
- (11.) Communications.
- (12.) Miscellaneous business.
- (13.) Addresses, debates, etc., etc.

The annual address shall be delivered by the President, or by a substitute appointed by him.

At the other regular meetings the order of business shall be as follows :

1. Calling the Roll.
2. Reading the Minutes of the last meeting.
3. Reports of Standing Committees.
4. Reports of Special committees.
5. Election of Members.
6. Unfinished business.
7. General business.
8. Debate on subjects of interest to the profession,

(3.) But the order of business for any meeting may be changed by the vote of a majority of those present.

(4.) No motion or resolution shall be debated until it has been proposed and seconded ; and the speakers shall be confined to the subject of motion.

(5.) While a question is pending no motion shall be entertained except to adjourn, to lay on the table, to put the previous question, to postpone to a day certain, to commit, to amend or to postpone indefinitely ; and then privileged questions shall have precedence in the order in which they are here arranged, and shall not be debatable, except the motion to commit and to amend. A motion to postpone to a day certain shall be subject to amendment as to the time to which it is proposed to postpone the question.

(6.) The previous question shall only be put when demanded by a majority of members present and entitled to vote. When so demanded, it shall be put in this form, " Shall the main question now be put ? " If decided in the affirmative, the question, without further debate or amendment, shall immediately be put.

(7.) An amendment to an amendment shall be in order and take precedence of the amendment ; but a motion to amend an amendment to an amendment shall not be entertained at any time.

(8.) A substitute shall be considered in the light of an amendment, and shall be treated in like manner. But no substitute or amendment shall be entertained, the object of which is to introduce a subject different from that under consideration.

(9.) Any motion or resolution offered for the consideration of the Institute shall, at the request of any member, be reduced to writing before it can be acted upon.

(10.) Discussion on religious or political subjects shall not be permitted at any of the meetings of the Institute.

YIV.

ON AMENDING THE BY-LAWS.

(1.) These By-laws may be amended at any meeting of the Institute ; provided due notice of the proposed amendment shall have been given at the regular meeting of the Institute previous to that at which the amendment is to be voted upon ; and the said amendment, if carried, shall take effect immediately.

(2.) Provided that no amendment be voted upon unless there be at least twelve Fellows present.